



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 07/11/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: EDUCATIONAL AIDE			
Pay Grade HG 6	Salary Range \$21,112-25,916	Classification Hourly	
Department: EUFAULA DORMS	Location: Eufaula	Location Code: 102	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Educational Aide is a dormitory position responsible for the accountability of students, supervision of student activities, instruct students on safety and health matters; responsible for maintaining proper behavior and conduct of students in and out of the dormitory.
Principal Duties and Responsibilities:	<ol style="list-style-type: none">1. To provide practical guidance and advisement on individual and group basis covering such matters as homesickness, discipline, personal health, and hygiene, fair play, attitudes of democracy, courtesy, good grooming, etiquette, self-control and group living.2. Renders written reports on progress of the students for whom they are responsible.3. Responsible for maintaining proper behavior and conduct in and out of the dormitory.4. Supervise student details in maintaining the dormitory and surrounding grounds in a clean and safe condition. Instruct students on using the washing machines, electric sweepers/vacuum cleaners, polishers, showers, and ironing clothes.5. Shall supervise in gymnasium and at multi-purpose field as required.6. Help plan, organize, and supervise recreational activities.7. To assist students in the school cultural enrichment program.8. Supervise fire drill; supervise in storm warnings or storms.9. Practice first aid.10. Maintain quiet study hours and rest period, make evening bed checks, see that cleaning material and equipment are properly stored and cared for.



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	11. Make repairs to children's clothing and make sure the child's clothing is conducive to the outside weather. 12. Other duties as assigned.
Minimum Requirements:	High School Diploma with experience in caring for and educating children and young adults. Have knowledge of Muscogee (Creek) traditions and other tribes attending school.
Preferred Requirements:	Associates Degree in Child Development and/ or Psychology or a minimum of three year's experience in child care.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	CPR Certification, Basic Life Support-First Aid

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.



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While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.